

2009 Stow Ski Program

Parent/Volunteer Handbook

**Please review with your child prior
to the start of the season.**

Table of Contents

Stow Recreation Ski Program	1
Payment	1
Younger Siblings Wanting to Ski	1
Important Phone Numbers	1
Ski Attire	1
What to expect on Day 1	2
Bus Information and Rules	2
Parents of Children not riding the Bus	4
Delay in Pickup due to Emergency Situation	4
Ski Lessons	4
Nashoba Valley Ski Mountain Information	4
Dropping of Ski Equipment at School	5
Badges	5
Ski Dates	5
½ day Policy	6
Inclement Weather/Cancellations	6
Injured Child	6
Volunteer Responsibilities	7
Program Coordinators	9

STOW RECREATION SKI PROGRAM

The Stow Ski Program is a program run by parent volunteers. The initial registration and payment is made with the Stow Recreation Commission, but beyond your registration, the volunteers run the program.

In addition to the small group of parents who volunteered this year to run the program. We need other parent volunteers to ride the bus, chaperone on the boardwalk and assist with cancellation calling. If you did not sign up during registration night, please consider helping out. You can email Lori Tavis of Paula Bachtell for more information on how you can help.

PAYMENT

All payments must be made in full at time of registration or no later than December 19th at 5pm. Families who wish to be considered for scholarships should contact Laura at the Stow Rec department.

YOUNGER SIBLING WANTING TO SKI

Although the Stow Ski program is limited to children in grades 3-8, younger siblings may ski at the Mountain, under the supervision of their parent or designee. Younger sibling will ski under the same lesson program as children under the Stow Recreation Ski Program, perhaps at a lower skill level. Arrangements for payment for lessons and/or lifts can be made directly with Nashoba Valley Ski Mountain. You can register your younger child through the mountain website, www.skinashoba.com. These children will not be able to ride the bus.

IMPORTANT PHONE NUMBERS

Stow Recreation Department 978-461-1411
Nashoba Valley Ski Area 978- 692-3033

SKI ATTIRE

Skiing is about fun, safety and being warm! Please make sure your child dresses appropriately (see suggested list below) and wears a helmet. **We urge parents to encourage their child to wear a helmet.** Note that the chaperones cannot control their use, i.e., we've seen children bring a helmet to school and leave it there, and also bring it to the Mountain, but leave it in their ski bag. Please reinforce that the helmet is to help reduce their risk of potential serious or life threatening injuries.

We suggest the following for the upcoming season:

- Helmet
- Goggles
- Face Mask or balaclava (for the really cold days)
- Ski Mittens or Gloves
- Ski Pants and Jackets
- Long Underwear (for those really cold days)
- Extra Sweater

** There is a ski shop at the mountain if you and your child are there and need to pick up ski wear or a helmet.

WHAT TO EXPECT ON DAY 1, JANUARY 9TH

There will be at least two chaperones to ride on the bus from school (Center and Hale) to the mountain. Additional parent volunteers will be at the schools (Center and Hale) to help kids find their boots and equipment and load it on to the bus. Volunteers will meet the children at the Mountain to direct them to the rental building, assist with putting on equipment, directing children to lessons and watching for their general well being.

It will be chaotic! No matter how hard we try to plan for every event, something may occur that was unexpected. Please tell your child to always look for a Stow chaperone if they need help (we wear orange arm bands).

BUS INFORMATION AND RULES

If your child is taking the bus, you must send a letter to the school office the first week indicating you are authorizing your child to ride the bus for the entire six weeks of the program. This is in addition to the form you complete when you registered your child for the program. **THE SCHOOLS CANNOT ALLOW YOUR CHILD ON THE BUS WITHOUT THESE PERMISSIONS SLIPS.** Below is the bus schedule for each school.

Center School:

Regular school day:	Departs 3:10pm	Returns 6:30pm *
Early Release Days:	Departs 12:25pm	Returns 6:30pm *

Hale School:

Regular School Day	Departs 2:20pm	Returns 6:30pm *
Early Release Days:	Departs 11:35pm	Returns 6:30pm *

*Note, that the return schedules are approximate times. Parent must be there for pick up no later than 6:30 p.m.

If students are not on the bus at the scheduled departure time (6:00 pm) from the mountain, every attempt will be made to locate the student and transport them on the bus. If the student cannot be located, and is left at the mountain, the parent will be contacted to make alternative arrangements to pick their child up at the mountain.

Back in Stow, if parents are not there by 6:30 pm to pick up your child, you will be notified (home and cell phone) where you may pick up your child (i.e., may be at a chaperone's home).

Bus rules for children

All students must be seated and noise be kept to a reasonable level such that the bus company can transport them safely. Children who are not able to follow these rules will be asked to find alternative transportation. No refunds will be made.

Parents of children riding the bus – PLEASE READ THE FOLLOWING:

If your child normally rides the bus, it is imperative we know if they are not taking the bus to the mountain from school. You can either email the change to one of the coordinators NO LATER THAN THE NIGHT BEFORE, or you must get a note to one of the bus chaperones at Center or Hale before they leave for the Mountain.

FOR CENTER CHILDREN ONLY – Please also notify Mary O'Brien if your child will NOT be on the bus.

Consistent with normal pick-up procedures, you are responsible for notifying the school as to whether your child is being picked up, and by whom. If your Center School child is riding home on the bus, you will need to send a note or let Mary O'Brien know they are going home on the bus.

Similarly, if your child normally rides the bus, it is imperative we know if they are being picked up from the mountain. You must either notify Lori Tavis (ltavis@comcast.net) or Paula Bachtell (paula.bachtell@usdoj.gov) the night before, or you must get a note to one of the bus or boardwalk chaperones. Whoever is picking up the child will be required to sign your child out with the Boardwalk chaperones. They will be identified as wearing an orange arm band.

Please respect the bus rules – parents and children. Parents need to be responsible about communicating any changes to your child's plan to ride the bus to or from the Mountain. Similarly, children must be responsible and cooperative on the bus ride, and make sure they report to the bus no later than 5:45 for timely departure from the mountain. One warning will be given for disregard of any of these rules. Any further incidence will result in your child losing bus privileges with no refunds.

If you do not sign your child out, all the chaperones will be searching for your child in order for the busses to leave. If this occurs, they are in jeopardy of losing bus privileges for the remainder of the program. There will be no refunds. Similarly, if your child is scheduled to take the bus and you fail to send a note regarding pick up from the mountain, bus privileges will be revoked without refund.

PARENTS OF CHILDREN NOT RIDING THE BUS

You're child will be released at the usual time for pick-up. On the first day of the program, please report in to one of the Bus chaperones at your child's school to pick up their Badge.

DELAY IN PICKUP DUE TO EMERGENCY SITUATIONS

If you are scheduled to pick your child up from the mountain, and an emergency situation arises whereby you cannot get to the mountain, please contact either Lori Tavis or Paula Bachtell in order to get in touch with your child. Every attempt will be made to notify your child of emergency only situations.

SKI LESSONS

Ski lessons begin at 4:00 p.m. (including ½ days). There will be signs identifying beginner, intermediate skiers or snowboarders marketed on signs. Please have your child seek the Boardwalk chaperones if they need assistance. On the first day, the children are asked questions by the Nashoba Ski Instructors that will assist them in assigning your child to a specific ski level. Your child will be assigned to a specific group and instructor. Your child will stay with that group through the six week program. Occasionally there may be adjustments by the Nashoba Ski Instructors during the program.

NASHOBA VALLEY SKI MOUNTAIN INFORMATION

All children and parents must respect the privileges of participating in the Stow Rec Department Ski program. Children will be held accountable for their behavior. Bullying, disrespecting, inappropriate touching, etc. of other students or chaperones will be not be tolerated. Students who engage in any of these activities will immediately be removed from the program. No refunds will be made.

Rental equipment must be returned at the end of each day, prior to leaving the mountain. Please make sure your child listens for their names via the paging system in the event we need to get in touch with them.

Also note that there is a snack bar at the Mountain in which children may purchase for cash, food and drinks (and the ever popular fried dough).

DROPPING OF SKI EQUIPMENT AT SCHOOL

Equipment should be labeled with student's name and phone number for easy identification. Drop off either at the start of school or during the day (before buses depart for the Mountain) should be at the following locations:

Center School: Inside the lobby of the gym

Hale School: In the hallway against the wall, in front of the auditorium.

Equipment left in front of the office will be relocated elsewhere.

*Stow Rec Ski Program is not responsible for equipment left at the school. It will be up to the student/parent to retrieve the equipment on the next school day. Chaperones have no access inside the building over the weekends. Please plan accordingly.

Note: Students at Hale School will have access to the school upon return and may pick up backpacks and other belongings left in the Hallway at that time.

BADGES

Badges will be issued on the first day of the program, and are included in the registration fee. It is important to keep these badges throughout the duration of the program. If a badge is lost, a replacement badge may be purchased - \$5.00. Please have your child seek the assistance of a Boardwalk chaperone, who will walk the child over to the Ski School building to obtain a replacement badge.

For children riding the bus the first week, the bus chaperones will distribute the badges on the bus. If you are driving your child to the mountain, when you pick your child up from school, you will need to go to the ski program staging area (gym at Center or front hallway at Hale) and locate one of the Bus Chaperones. That person will have a list of the children who are not riding the bus, and will give you your child's badge at that time.

SKI DATES

Dates for the 2009 program are as follows:

January 9

January 16 Half Day

January 23

January 30

February 6 Half Day

February 13

½ DAY POLICY

We will have two ½ days on which the children will really get the full advantage of skiing at Nashoba. Please refer to the Bus schedule for pick up and drop off times.

This is a long day for the children – especially the younger or beginner skiers. Please provide extra snacks or money for the snack bar, and perhaps non-skiing activities such as books, cards, etc. They get very hungry when they are skiing through the afternoon, so please consider this in your planning for the half days.

INCLEMENT WEATHER/CANCELLATIONS

If Nashoba Valley Ski Mountain is open, our program will take place. However, if the Mountain deems the weather to be too cold, or there is a rain or blizzard condition in which it is unreasonable to operate, there will be no program.

Any decision to close the Mountain due to inclement weather will be made by 1pm.

Please do not call Center or Hale OR Parent Volunteers. We will be establishing a volunteer call program. Phone volunteers will make every attempt to contact parents via e-mail and/or phone. If you have any question as to the event occurring, please contact the Mountain, or go to their website at <http://www.skinashoba.com/>.

INJURED CHILD

We've been very lucky that no Stow child has been severely injured, and we hope to report the same at the end of 2009 as well. However, in the unfortunate event that your child does get hurt, here's what to expect.

Your child will be brought down the Mountain by the Nashoba Ski Patrol. The Stow Boardwalk chaperone will be contacted. Meanwhile, the Nashoba Ski Patrol will take down medical information from your child. Once they've done their initial assessment, they will make every attempt to contact the parent. They will not allow the Boardwalk chaperone to talk with you, until they have discussed the child's injury.

It will need to be determined how to transport your child either home or to the hospital. Many times, the child's injury is minor, and they can go home on the bus or a parent can pick them up early. However, if they must go to the hospital, it will be up to the parent and the Boardwalk chaperone to determine who would be appropriate to accompany your child to the hospital. Every attempt is made to ensure someone from the Stow Ski program will be with your child through this situation.

VOLUNTEER RESPONSIBILITIES

Benefits of volunteering

THERE ARE FOUR WAYS TO VOLUNTEER: BUS CHAPERONE, BOARDWALK CHAPERONE, SKI CHAPERONE, CALL VOLUNTEER

Following are some benefits to volunteering:

- * You get to see the joy on the faces of the children who are learning to ski.
- * If you volunteer 3 times to ride the bus, your child can ride for free,
- * Any day that you volunteer in any capacity, you may ski for free (including rentals)

You will be doing the coordinators a huge favor because without parent volunteers, we would have to cancel the program.

Bus chaperones

We need a total of 5 bus chaperones each week (two at Center; two for the 6/7 grade bus and one for the 8th grade bus), or the parents will have to transport their children to the Mountain. Bus chaperones should arrive at the school at least 10 minutes prior to school dismissal.

The responsibilities include:

- Helping load equipment onto the back of the bus... securing the door for departure
- Handing out badges (first week only)
- Obtain names of students not taking the bus either to or from the school that week (Absent students come from the school secretary; Changes should be in form of note from parent to the bus chaperones, as previously discussed). This is critical so we can get an accurate count and ensure we have accounted for all children.
- Helping students unload the bus at the mountain
- Ensuring every student is accounted for on the trip back to the school
- Obtain assistance from Boardwalk chaperones to track missing children

Boardwalk chaperones

Six chaperones are needed for the first week. This is basically to help students secure their rentals for the first time, and assist beginning skiers with their equipment. Additionally, assistance with the mass confusion that entails finding the right ski lesson for their aptitude. See below for additional responsibilities.

Four chaperones are needed for weeks two through six. More are welcome, which allows rotations into the lodge which is appreciated when the weather is extremely cold.

Some additional responsibilities for the remainder of the program include:

- Check in at Ski Patrol, providing your name, identifying yourself with the Stow program, and your cell phone number. Wear an orange arm band (coordinator has these)
- Assisting any child with a lost badge (take them with their \$5.00 that they brought from home inside the main lodge Lesson Desk).
- Checking in periodically with the Ski Patrol to ensure no Stow student is injured
- Ensure Bus chaperones are set to return to the schools, or provide assistance in getting any missing children paged.
- Provide other assistance to children at the boardwalk as needed.

Ski chaperones

This is one of the most enjoyable, rewards of volunteering. You get to ski for free. Of course, you have also work. You are not acting as Ski Patrol. That is Nashoba's responsibility. Please check in with one of the Boardwalk Chaperones to sign out for an eligible badge. You must return this badge at the end of the day. If the badge is not returned, we will contact you to return the badge the following week at the mountain. Your responsibilities will include:

- Put on an orange arm band (coordinator has these)
- Monitoring the slopes to check for our children to ensure they've got a 'ski buddy',
- Providing assistance as needed getting down the slope,
- Determining if they're getting too tired or just not ready for the advanced slopes
- Checking to ensure they 'come in out of the cold' during really frost-bite-like conditions
- Ensuring there's no 'hot dogging' down the slopes and that they're skiing safely
- By 5:45, make sure all children are heading down to the Ski Rental and Bus areas.

The Ski Parent Emergency Cancellation Callers (SPECC)

SPECC primarily role is to call other parents in the event the ski program must be cancelled for any reason. Your responsibilities include:

1. In the event of program cancellation, one of the program directors will call you early Friday mornings, hopefully prior to 10:00 am.
2. You will call your assigned list of families (numbers unknown at this time - - possibly up to 20 families)
3. Use all numbers available to make sure you have actual contact with a parent/guardian.
4. Simply leaving a message is not enough. You will need to continue calling until you can confirm with a parent they are aware of the program change for that day, and they know how their child will get home from school (e.g. regular schedule for a Friday for their family)
5. If you do not reach a parent/guardian by 1:00 pm, call one of the program directors, who will then call the school.

6. When all parents are contacted, the coordinator must call the school, speak to the office secretary, and let the secretary know that you have spoken to all of your assigned parents/guardians.
7. The children will follow their normal afternoon routine (bus or pick up). Any changes are the responsibility of the parent to convey these changes directly to the school and school officials.
8. In the event the mountain resort cancels, best efforts will be made for a makeup date at the conclusion of the ski program.

PROGRAM COORDINATORS

Parents, thanks for helping to give your children this wonderful opportunity.
If you have any questions about the program, please contact Laura Greenough at the Stow Rec Department, or any of the following Volunteer Program Coordinators:

Volunteer Coordinator	Email	Cell
Missy Reed	dougmissyreed@comcast.net	617.901.1276
Carol Gumbart	Gumbart@comcast.net	978.505.0189
Lori Tavis	ltavis@comcast.net	978.618.7685
Patti Colarossi	colarossifamily@massgymnastics.com	978.375.6197
Paula Bachtell	paula.bachtell@usdoj.gov	(617) 788-0406 (daily) (978) 461-2467 (nights/ weekends)